

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DR 37-1-5

CEMRO-RM-F

Regulation  
No. 37-1-5

15 June 1994

Financial Administration  
TIME AND ATTENDANCE DOCUMENTS

1. Purpose. This regulation prescribes the procedures for the retention or disposition of supporting documents to the Certified Corps of Engineers Time, Attendance and Labor (CETAL) reports held by timekeepers and the Payroll Liaison Officer in the Omaha District and Missouri River Division.

2. Applicability. This regulation is applicable to all elements of the Omaha District and Missouri River Division.

3. References.

- a. AR 37-105, Civilian Pay Procedures.
- b. ER 37-1-20, Timekeeping, Pay and Leave Accounting Procedures.
- c. DR 690-1-630, Leave Administration.

4. Retention/Disposition of Documents.

a. The following documents will be retained at the timekeeper level and filed (under MARKS 1x) by location code for each pay period. Files will be retained for the current year plus six years.

- (1) SF 71, Application for Leave, supporting leave taken.
- (2) Documents supporting military leave.
- (3) DA Form 5172-R, Overtime Request and Authorization.
- (4) A copy of court order, subpoena or summons to appear as a witness or juror.
- (5) A copy of ENG Form 4091, Employee Pay and Record - Adjustment or Correction.
- (6) ENG Form 4704, Alternate Work Schedule Time Record.

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This regulation supersedes DR 37-1-5 dated 15 November 1993.

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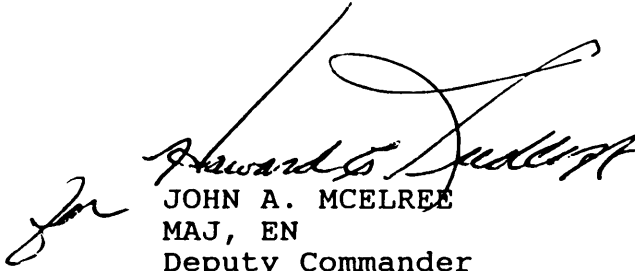
b. The following documents will be retained by the Payroll Liaison Representative:

- (1) ENG Form 3695, Leave Report.
- (2) DA Form 2449, Pay Register.
- (3) Current list of personnel authorized to certify time and attendance documents within their organization.

6. Other Documents (Court Leave, Advance Annual and Sick Leave). A copy of statements supporting court service, as a witness or juror, will be forwarded to the Collections Unit, Finance & Accounting Branch, Resource Management Office to support issuance of a SF 1114, Collection Voucher. Documents supporting approved advance annual and sick leave will be submitted to the Central Payroll Office in accordance with DR 690-1-630, Civilian Personnel - Leave Administration dated 15 August 1993.

7. Designation of Timekeepers. A copy of the letter or memorandum designating new timekeepers or changing the current designations of timekeepers and their alternates will be furnished to the appropriate Payroll Liaison Officer.

FOR THE COMMANDER:

  
JOHN A. MCELREE  
MAJ, EN  
Deputy Commander

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MRD-C